



**DEPARTMENT OF SOCIAL SERVICES
COUNTY OF HUMBOLDT**

929 KOSTER STREET • EUREKA, CALIFORNIA 95501

JOHN FRANK, *DIRECTOR* • MAURICE McMORRIES, *DEPUTY DIRECTOR*

EMPLOYMENT SERVICES
707-445-6159

AID & MEDICAL
707-445-6103

FOOD STAMPS
707-445-6122

ADULT SERVICES/IHSS
707-445-6174

CHILDREN'S SERVICES
707-445-6180

ADMINISTRATION
707-445-6023

January 20, 1998

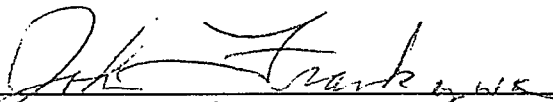
Tom Burke, County Plan Coordinator
Welfare-to-Work Division
State Department of Social Services
744 P Street MS 14-42
Sacramento, CA 95814

Dear Mr. Burke:

It has been brought to my attention that Humboldt County needs to include in the **CalWORKs** County Plan a Grievance Procedure. Please incorporate into our plan the Grievance Procedure from our GAIN plan that is on file with the State Department of Social Services. Additionally, please accept an additional addendum for section (g) of the **CalWORKs** plan that includes a change to page 34.

Sincerely,

HUMBOLDT COUNTY DEPARTMENT OF SOCIAL SERVICES



John Frank, Director

JF:srb
cc:

Bruce Wagstaff, SDSS
Jim Brown, SDSS
Board of Supervisors
Pat Quinn, Program Manager
Suzanne Riley-Barri, SSAII

Attachment

(g) CHILD CARE AND TRANSPORTATION SERVICES

Child Care

(Page 32 - CalWORKs Plan)

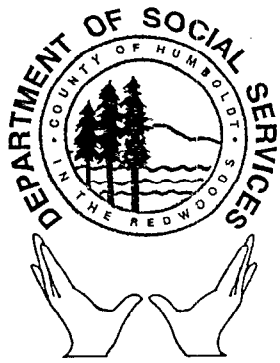
Any parents of an infant under six months of age will be exempted from participating if he/she has the primary responsibility for caring for a child. The County will use the following criteria, on a case-by-case basis to extend this exemption to six months (or up to one year for the first child), and for up to six months for the second and later children:

To clarify the above paragraph that is on Page 32 of the plan it will be changed to read as follows:

Any parents of an infant under six months of age will be exempted from participation if he/she has the primary responsibility for caring for a child, for the second and subsequent children the County will allow a period of twelve (12) weeks that the participant will be exempt from Welfare-to-Work. The County will use the following criteria, on a case by case basis to extend the six month exemption to one year for the first child, and up to six months for the second and subsequent children.

(Page 34 - CalWORKs Plan)

4. Least costly form of public transportation that would not preclude participation in **CalWORKs**:
 - a. Public transportation rate if participant lives within one mile of bus route, whether or not private vehicle is used.
 - b. Mileage rate commensurate with the current reimbursement rate of County employees if public transportation exceeds the two-hour limit or three hours including child care travel.
 - c. Mileage rate commensurate with the current reimbursement rate of County employees if no public transportation is available.



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707-445-6023

Date of Fax January 20, 1998

TO: Jim Brown, Regional Manager CalWORKs
ADDRESS:
FAX #: (916) 654-1295
PHONE #: (916) 654-0617

FROM: DEPARTMENT OF SOCIAL SERVICES
ADULT AND EMPLOYMENT SERVICES
929 Koster Street, Eureka, CA 95501

NAME: Suzanne Riley-Barri
FAX #: (707) 445-6110
PHONE #: (707) 445-6150

UNIT #: JA02

NOTE: You should be receiving 3 pages in this transmittal
(including this page).

COMMENTS:

Here is the corrected correction for section (g) of our CalWORKs Plan. There was a prior change so I have just added it on that page. I am also sending you the letter requesting our GAIN Grievance Procedure be incorporated into our CalWORKs plan. I will be mailing these out to Tom Burke today. Thanks.

F:\SRILEY\FAX.SHL



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COUNTY OF HUMBOLDT**

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ADMINISTRATION
707-445-6023

January 16, 1998

Tom Burke, County Plan Coordinator
Welfare-to-Work Division
State Department of Social Services
744 P Street MS 14-42
Sacramento, CA 95814

Dear Mr. Burke:

Please accept Humboldt County's addendum to the County's CalWORKs plan as requested by the State Department of Social Services Welfare-to-Work Division. We are looking forward to the certification from the state and start making a difference within our County in regards to Welfare Reform. We feel that we have already made a positive impact, however, time will tell. Please contact Suzanne Riley-Barri, Staff Services Analyst, at (707) 268-3430 if there is any other changes required.

Sincerely,

HUMBOLDT COUNTY DEPARTMENT OF SOCIAL SERVICES

John Frank, Director

JF:srb
cc: Bruce Wagstaff, SDSS
Jim Brown, SDSS
Board of Supervisors
Pat Quinn, Program Manager
Suzanne Riley-Barri

Attachment

(a) COLLABORATION WITH PUBLIC AND PRIVATE AGENCIES TO PROVIDE TRAINING AND SUPPORTIVE SERVICES

(Page 11 - **CalWORKs** Plan)

Addendum:

The Humboldt County Department of Social Services has been working closely with the Eureka Rescue Mission that is supported by all faiths of the community. The Private Industry Council has played a significant role in the preparation and planning stages of the **CalWORKs** plan and they have members of the Faith Community who sit on their Board of Directors. The other Faith Organizations who have been, and will continue to be involved in the meeting of the **CalWORKs** recipients are: Catholic Charities, Salvation Army, St. Vincent DePaul and the Sisters of Orange. To take the process to the next step the department will be sending a letter and a copy of the **CalWORKs** plan to the Ministerial Association asking for any feedback they may have. In regards to Labor Unions, there has been representation on the Private Industry Council, the Business and Economic Development Consortium for **CalWORKs** and the Department will be looking toward the Labor Temple (consolidation of Unions within Humboldt County) for input to the implementation of **CalWORKs** and labor issues that arise.

Other Collaborative Efforts include:

(Page 14 - **CalWORKs** Plan)

Transportation has been identified as one of the major barriers to employment in Humboldt County. The Department of Social Services will continue to link participants in Welfare-to-Work activities to available transportation services. For those participants driving their own vehicles will be reimbursed at the least expensive rate if there is other transportation alternatives or they will be reimbursed at the same rate County Employees receive. The Department of Social Services will be working closely with the Humboldt County Transit Authority and the Eureka Transit Authority to develop extended routes to allow participation by the **CalWORKs** recipients who have been deferred in the past due to remoteness and lack of transportation. Humboldt County will be submitting a request for a pilot project addressing the transportation barriers, and high cost of reimbursement that may cause many clients to be excluded from accessing the services **CalWORKs** will be providing.

(e) SUBSTANCE ABUSE AND MENTAL HEALTH TREATMENT SERVICES
(Pages 25, 26 & 27 - CalWORKs Plan)

The Humboldt County Department of Social Services, in collaboration with the Humboldt County Alcohol and Other Drug Programs will be working in collaboration to offer Community Service jobs relating to their Welfare-to-Work plan and the treatment plan from the outset of participation.

The Humboldt County Department of Mental Health and the Humboldt County Alcohol and Other Drug Programs will be using a standardized means of Screening and Assessment for CalWORKs recipients.

The Welfare-to-Work clients will be given a self-appraisal/assessment package with their upfront orientation material. Included in the package is a Health and Substance Abuse assessment. The questions that are being used are from Cygnet Associates and their One-Stop Self-Assessment System. This tool will assist the social worker in identifying the need for a referral to the Mental Health/ and County Alcohol and Other Drug Program Counselor. The Counselor will also review this assessment tool as a means to progress to a more thorough assessment. If a client meets the "outpatient" criteria they will be serviced at the Department of Social Services for individual and group counseling and any other related services. Those requiring a higher level of care will be referred to Community Based Substance Abuse Treatment Services and Mental Health Services. Attached is the self-appraisal/assessment tool that will be used by the social worker. (Attachment #1)

The Counselor will assess the individual clients using the ASAM (American Society of Addiction Medicine). This will be used to determine the level of care the client may need and the placement criteria. It is the intention of the County Alcohol and Other Drug Program Staff to pilot the Addiction Severity Index (ASI) as they move forward in this program.

(g) CHILD CARE AND TRANSPORTATION SERVICES

Child Care

(Page 32 - CalWORKs Plan)

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HCDSS

(i) WORKING WITH VICTIMS OF DOMESTIC VIOLENCE

(Page 36 - CalWORKs Plan)

Verification of domestic violence will be attained through police reports, prior involvement in treatment, and the recipient's sworn statement unless there is independent and reasonable basis to find the statement is not credible.

(I) SOURCE AND EXPENDITURES OF FUNDS

(Page 44 - CalWORKs Plan)

Section 15204.4 which specifies that each county shall expend an amount for these programs (administration and services) that, when combined with funds expended for the administration of food stamps, equals or exceeds the amount spent by that county for corresponding activities during the 1996/97 fiscal year. [Reference: WIC Section 10531(I)]

**COUNTY PLAN BUDGET
1997/98 STATE FISCAL YEAR**

| | TOTAL | TANF/ STATE GENERAL FUND | CCDBG | TITLE XIX | COUNTY FUNDS | OTHE R |
|--------------------------------------|-----------|-----------------------------------|---------|--------------|-----------------|-----------|
| TOTAL CalWORKs | 6,025,169 | | | | | |
| (TOTAL CalWORKs Single Allocation | 4,665,33 | | | | 469,918 | |
| Benefit Administration | | 1,859,354 | | | | |
| Program Integrity (Fraud) | | ** 620,367 | | | | |
| Staff Development/ Retraining | | 153,375 | | | | |
| Welfare-to-Work Activities | | 2,123,401 | | | | |
| CalLearn | | 158,640 | | | | |
| Child Care 1st half 1997/98 | | | 370.442 | | | |
| Other Activities | | | | | | |
| Child Care 2nd half 1997/98 | | 714,208 | | | | |
| Mental Health Treatment | | 47,490 | | 47,490 | | |
| Substance Abuse Treatment | | 56,988 | | | | * 23,745 |

* Block Grant (Fed Substance Abuse Prevention & Treatment - for specific substance abuse)

HCDSS

** The Program Integrity (Fraud) amount was corrected to reflect the following Cost Plan items: Overpayment Collection; Drawdown IEVS; AFDC Overpayments. There was not accessible information in regards to early fraud, district attorney contracts or prosecution costs. This figure is an estimate.

(q) INTERACTION WITH AMERICAN INDIAN TRIBES
(Page 50 - CalWORKs Plan)

Describe the discussions that have occurred with respect to administration for the federally recognized American Indian Tribes located within your county. This should include whether the county will administer the program, whether the tribes will administer their own approved tribal TANF program, or whether there will be joint county/tribal administration. [Reference: WIC Section 10553.2]

The American Indian Tribes of Humboldt County consist of:

- Big Lagoon Rancheria
- Blue Lake Rancheria
- Hoopa Valley Reservation
- Karuk Tribe of California
- Rhonerville Rancheria
- Table Bluff Rancheria
- Trinidad Rancheria
- Yurok Reservation

Of these eight tribes four of them are members of the California Indian Manpower Consortium (CIMC). They are:

- Blue Lake Rancheria
- Karuk Tribe of California
- Rhonerville Rancheria
- Trinidad Rancheria

The Department of Social Services has participated in many meetings with CIMC and they have opted to not handle their own TANF programs, however they will avail their Native Employment Works (NEW) program to the members of the four tribes from Humboldt County who are members of their consortium.

All Tribes within Humboldt County were sent an invitation to meet as an Ad Hoc Committee on Welfare Reform in June 1997. The only response to participate at that time was the Hoopa Valley Tribe. The Rhonerville Rancheria did contact the Department in December. They were sent a copy of the plan at that time. A letter will be sent to all eight American Indian Tribes of Humboldt County along with a copy of the **CalWORKs** County Plan. They will be asked if they would like to meet with the Department of Social Services to discuss their options as to participating in **CalWORKs** or establishing their own employment

HCDSS

program. We will also invite them to submit their feedback or questions to us in writing. After consultation with each of the tribes the county will submit an amendment to the County **CalWORKs** Plan if necessary.

SELF-APPRAISAL/ASSESSMENT

The information we are asking you for will help us help you to become employed. Please answer all questions thoroughly.

Registrant's Name: _____ SSN: _____
CalWORKs Case Name: _____ Male: ☐ Female ☐
CalWORKs Case Number: _____
Address: _____ Phone #: _____

ETHNICITY (Check one):

| | |
|---|---|
| <input type="checkbox"/> White | <input type="checkbox"/> Indo Chinese |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Asian or Pacific Islander |
| <input type="checkbox"/> Black (Non-Hispanic) | <input type="checkbox"/> Amer. Ind./Alaskan |
| <input type="checkbox"/> Filipino | <input type="checkbox"/> OTHER (Specify) |

List all persons in your home and their relationship:

| | <u>Name</u> | <u>Age</u> | <u>Relationship</u> |
|----|-------------|------------|---------------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ |

EDUCATION AND TRAINING

1. Highest grade completed
☐ Less than high school completion ☐ List grade level _____
Reason you did not complete high school _____

☐ High school graduate ☐ GED ☐ High school
proficiency exam
☐ College units earned _____
☐ Advanced degree Major _____
Speak English ☐ Yes ☐ No
Read & Write English ☐ Yes ☐ No
Primary Language _____

f:\temp\wtwself.aag

2. Are you currently enrolled in an education or training program? ____ If yes, where? ____ Hours per week ____
Course of study: ____
Projected completion date: ____
3. Have you had any vocational training?
If yes, when? ____ What type? ____
4. Do you hold any job-related certificates? ____
List them: ____
5. List any specific job-related skills and abilities you have: ____

To help us know what your interests and skills are, please answer the following:

1. List things you enjoy doing: ____
2. List work you find interesting: ____
3. Do you belong to any clubs, churches or other groups? ____
4. Are you a veteran? ____ Special Training? ____
5. Are you a union member? ____ Name of Union ____
6. Have you ever been convicted of a felony? ____ If so, what: ____

Please do the WORK HISTORY carefully and be prepared to talk about it during your first assessment appointment.

| WORK HISTORY | |
|--|--------------|
| EMPLOYER: | |
| ADDRESS: | |
| JOB TITLE: | PAY RATE: |
| LENGTH OF JOB: | ENDING DATE: |
| REASON FOR LEAVING: | |
| JOB DUTIES; RESPONSIBILITIES, MACHINES OPERATED, TOOLS USED, ETC.: | |
| | |
| | |

| WORK HISTORY | |
|---|--------------|
| EMPLOYER: | |
| ADDRESS: | |
| JOB TITLE: | PAY RATE: |
| LENGTH OF JOB: | ENDING DATE: |
| REASON FOR LEAVING: | |
| JOB DUTIES; RESPONSIBILITIES, MACHINES OPERATED, TOOLS USED, ETC.: | |
| | |
| | |

| WORK HISTORY | |
|---|--------------|
| EMPLOYER: | |
| ADDRESS: | |
| JOB TITLE: | PAY RATE: |
| LENGTH OF JOB: | ENDING DATE: |
| REASON FOR LEAVING: | |
| JOB DUTIES; RESPONSIBILITIES, MACHINES OPERATED, TOOLS USED, ETC.: | |
| | |
| | |

| WORK HISTORY | |
|---|--------------|
| EMPLOYER: | |
| ADDRESS: | |
| JOB TITLE: | PAY RATE: |
| LENGTH OF JOB: | ENDING DATE: |
| REASON FOR LEAVING: | |
| JOB DUTIES; RESPONSIBILITIES, MACHINES OPERATED, TOOLS USED, ETC.: | |
| | |
| | |

2. When did your last job end? _____
3. Do you have any physical, mental or emotional problems that might prevent or limit your participation or employment?
Explain: _____
4. Would you consider moving to another area? _____
5. What do you see as problems in becoming employed?

| | |
|--------------------------------------|--------------------------|
| _____ Family Problems | _____ Education/Training |
| _____ Drug or Alcohol Dependency | _____ Level |
| _____ Physical or Emotional Problems | |
| _____ Legal Problems | _____ Arrest Record |
| _____ Other (Explain) _____ | |

CHILD CARE

1. Do you need additional child care to work, seek work, or attend job related training? _____
2. For which children? _____
3. Do any of these children have special care needs? _____
Explain: _____

TRANSPORTATION

1. Do you live within one mile of the bus route? _____
2. Do you have transportation? _____ What kind? _____

Is there anything you would like to add to assist us in helping you become employed?

I understand and agree that the information contained herein might be shared with other agencies representatives, if appropriate, who will assist me in finding employment.

Participant's Signature

Date

Signed: _____
Welfare-to-Work Case Manager

SUBSTANCE ABUSE

Use of drugs and alcohol can directly impact your success on a job search and on a job. Answer these 10 questions to see if drugs and alcohol could hurt your chances. Answer them honestly.

Answer the following questions using the key shown here:

A = Strongly Agree

C = Somewhat Disagree

B = Somewhat Agree

D = Strongly Disagree

- A B C D 1. Sometimes I'll use drugs or alcohol to alter my mood.
- A B C D 2. I have thought about cutting back on drinking or getting high.
- A B C D 3. There is nothing wrong with drinking or getting high by yourself.
- A B C D 4. My family or friends complain about my drinking or getting high.
- A B C D 5. I try to limit myself to a certain number of drinks per week.
- A B C D 6. My driving record includes a conviction for DUI.
- A B C D 7. I have gotten in trouble at work because of drugs or alcohol.
- A B C D 8. I have awakened in the morning and could not remember what happened the night before.
- A B C D 9. It's hard for me to quit drinking or getting high because most of my friends do.
- A B C D 10. I've noticed that I can drink more than I used to without feeling its effects.

MY BODY'S HEALTH

Your health is an important factor in your job search. You may need special accommodations to be able to do a job. You may need to think about health issues as you select a career. These questions can help see if health issues need to be considered.

Answer the following questions using the key shown here:

A = Strongly Agree

C = Somewhat Disagree

B = Somewhat Agree

D = Strongly Disagree

- A B C D 1. My health gives me a lot of problems.
- A B C D 2. There are some jobs I cannot do because of my health or physical problems.
- A B C D 3. I need surgery soon.
- A B C D 4. My children seem to be sick a lot.
- A B C D 5. I have a child/family member who has a physical disability and/or illness that requires much care.
- A B C D 6. My medication could affect my job performance.
- A B C D 7. I will need special accommodations to do certain jobs.
- A B C D 8. My doctors' appointments will hinder my school or jobs.
- A B C D 9. My handicap prevents me from doing things that I need to do in my job.
- A B C D 10. I have had to quit a job because of a health-related problem.

FORMAL GRIEVANCE PROCEDURE

A GAIN participant shall have the right to file a County grievance when he/she believes that one of two conditions exists:

1. Any program requirement or assignment is in violation of the GAIN contract, or
2. Is inconsistent with the GAIN program. (State Department of Social Services [SDSS] Manual Section 42-787)

If the GAIN participant requests a formal County grievance hearing, the Humboldt County Welfare Department shall:

First: Schedule a County Hearing to be held within ten (10) working days of receipt of request for a hearing.

Second: The County Hearing shall be conducted by a County Hearing Officer, appointed by the County Welfare Director, and shall be someone who has had no previous involvement with the participant or the situation leading to the grievance.

The participant shall:

1. Have access to all relevant documents in advance of the County Hearing; and
2. Receive a written statement from the County in advance of a hearing setting forth the facts and basis of the County's position; and
3. Be able to present verbal and/or written evidence and question witnesses; and
4. Have the right to be represented by a third person of their choice; and

HUMBOLDT COUNTY DEPARTMENT OF
SOCIAL SERVICES

CalWORKs Plan

Submitted for Board of Supervisors Approval December 16, 1997

Submitted to California Department of Social Services

Date: December 18, 1997

Prepared by:

Suzanne Riley-Barri
CalWORKs Coordinator

This plan is submitted pursuant to Section 10531 of the Welfare and Institutions Code required by The Welfare to Work Act of 1997, AB 1542.

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EXECUTIVE SUMMARY

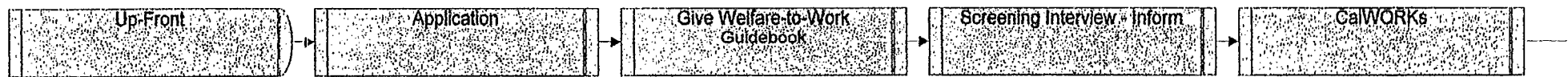
The Humboldt County Department of Social Services (HCDSS) presents this plan in accordance with Federal and State requirements for the implementation of welfare reform. In collaboration with representatives of the private, non-profit and public sectors, interested community members, and the HCDSS, a plan has been developed to include the goals and objectives that have been identified during the planning process. Humboldt County does acknowledge that the State and the counties cannot reform the welfare system alone. It is going to take the collaboration and sharing of the responsibility to move the aided population from Welfare to Work. The implementation of California's CalWORKs program (California's Work Opportunity and Responsibility to Kids) will be centered around the following goals and objectives:

- 1.0 The goals and objectives have been identified with the emphasis on the needs of the local indigent population and the labor market. The challenge that has been passed to Humboldt County is complex as to the geographical composition of the County. A majority of the County's population has chosen to reside in the remote regions and outlying areas of the major cities. This situation will require extended services to those outlying areas, including a dramatic increase in transportation costs to serve those families. Those goals include:
 - 1.1 To promote the goal of employment in every related division of the agency; and to ensure a "work first" attitude through strict work requirements from the moment of application.
 - 1.2 Beginning January 1, 1998, everyone who applies for Temporary Assistance to Needy Families (TANF) benefits will be registered with CalWORKs. The HCDSS plans to reorganize the agency's internal structure to facilitate a fast track for granting CalWORKs cases. This will allow for immediate assessments, and assignments to Orientation, Job Club and Job Search.
 - 1.3 To have every able-bodied adult in single parent families participate in welfare-to-work activities for 32 hours per week. To have every able bodied adult recipient in two-parent families participating in welfare-to-work activities for a combined 35 hours per week (55 hours if they are receiving federally subsidized child care). The welfare-to-work activity plans will be designed to lead to self-supporting work.
 - 1.4 By January 1, 1999 to have all CalWORKs funded recipients in a

HCDSS Attachment 1

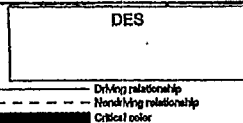
work activity, with the same participation requirements as established for applicants.

- 1.5 To maximize the use of the funds through TANF, CalWORKs, Department of Education and the Department of Labor through creative and innovative processes while keeping the focus on long term employment goals for the CalWORKs recipients.
 - 1.6 Every applicant and recipient will be assessed for his/her strengths, education and employment histories, skills, knowledge, income and resources, along with issues of child care, transportation and any physical, mental or other barriers that may exist.
 - 1.7 Post employment services to be offered to ensure job retention and rapid re-employment when necessary. The encouragement of life-long education and training for greater family self-sufficiency and the upward movement in the labor force.
- 2.0 The following is a list of the programs, tools and plans designed to meet the expectations of welfare reform and Section 10531 of the Welfare and Institutions code (WIC).
- 2.1 The Private Industry Council's (PIC) Employment Training Information Stations
 - 2.2 The Employment Development Department's (EDD) Share Program
 - 2.3 Job Board in the HCDSS main lobby and the lobby of the Employment Services Division of HCDSS.
 - 2.4 Phone bank available for clients to make use of in his/her job search effort
 - 2.5 One-Stop-Shop partnership that currently exists as The Job Center. Plans are underway to expand this partnership to meet the demand anticipated due to welfare reform.
- 3.0 The following flow chart is presented to demonstrate the paths the applicants may take during his/her intake, and the processes leading up to the adoption and implementation of their Welfare-to-Work plan.



Project Start 01NOV97
 Project Finish 21NOV97
 Data Date 01NOV97
 Run Date 22NOV97

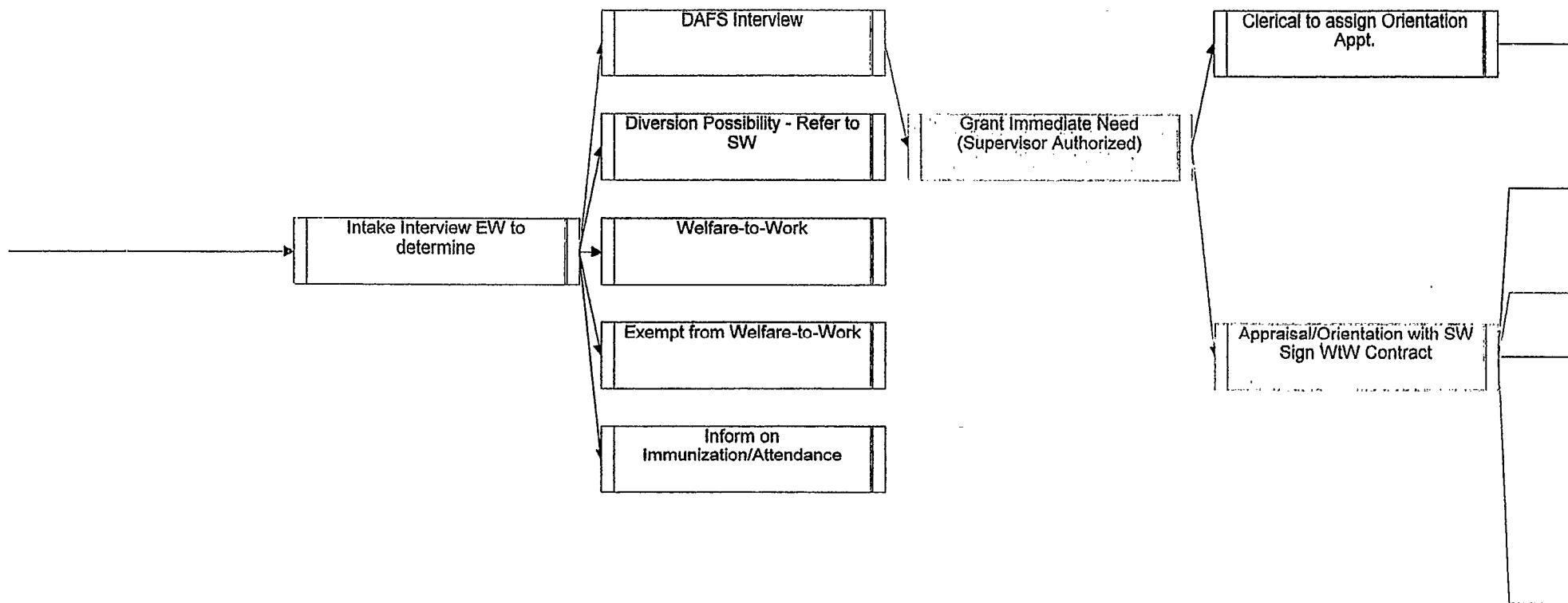
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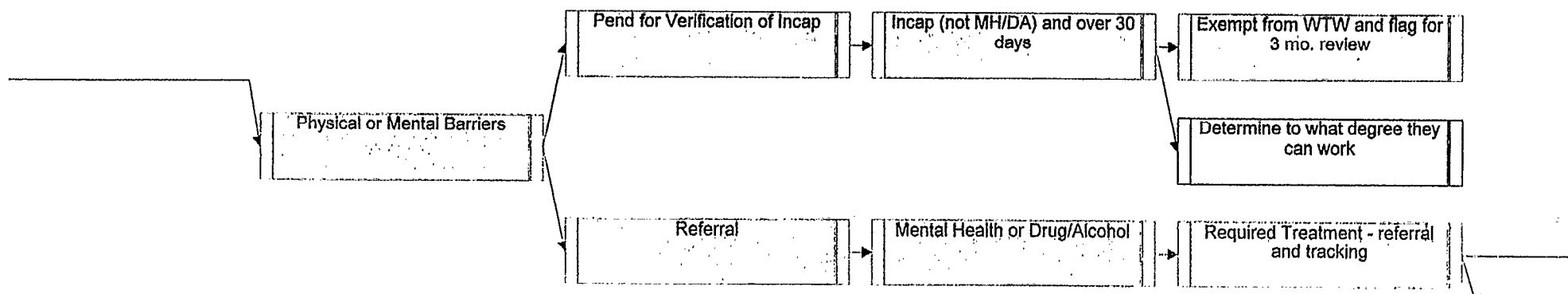
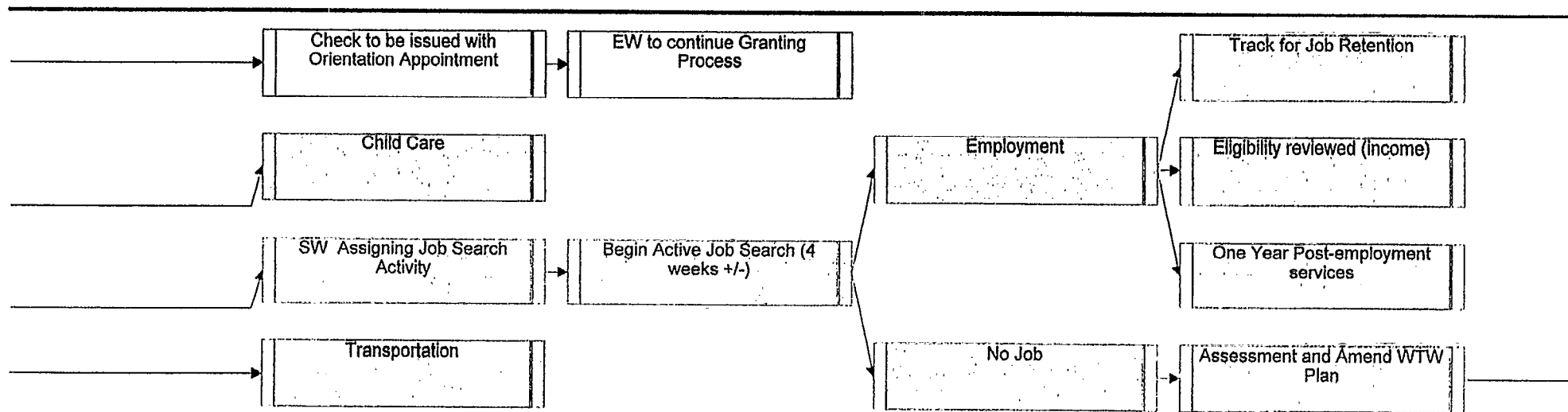


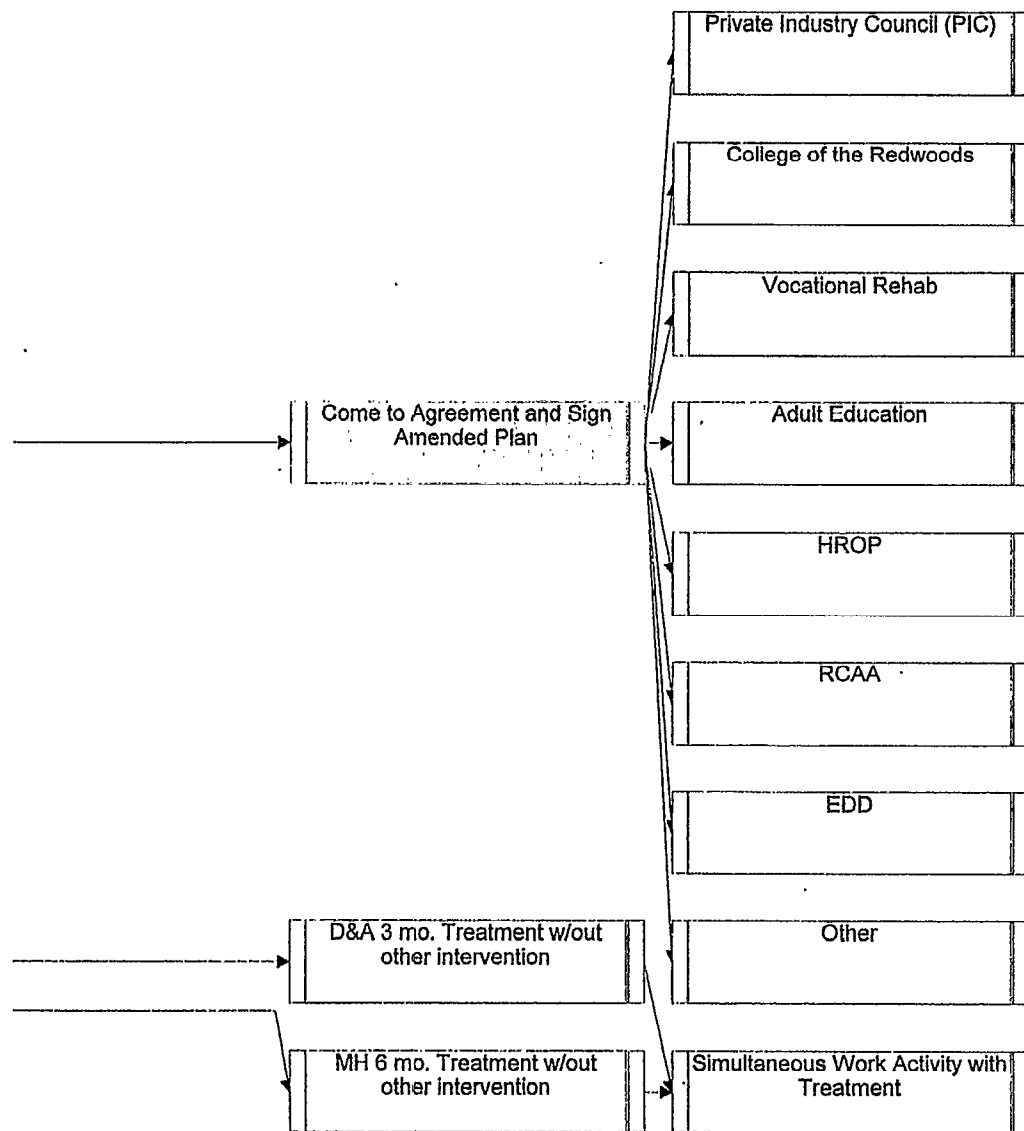
OWTB

Sheet 1A of 1D

CalWORKs flow chart
 Classic Schedule Layout







HCDSS Attachment 1

- 4.0 The demographics and geographic make-up of Humboldt County and the current population distribution that is served by the department is demonstrated through a map and a table delineating the breakdown of AFDC clients by zip code.

Humboldt County
Population: 125,500

Statistical Information extracted from the 1997 Humboldt County Economic and Demographic Almanac written and published by: Phyllis A. Lammers, North Coast Almanacs.

| | |
|-------------------------------------|--------------------------|
| Eureka City Limits | 21.9% of 1996 Population |
| Arcata | 13.0% |
| Fortuna | 7.8% |
| McKinleyville | 9.8% |
| Rio Dell | 2.3% |
| Trinidad, Ferndale and Blue Lake | 2.3% |
| Other Unincorporated | 42.9% |

Geographic size: 3,573 square miles

Educational Facilities:

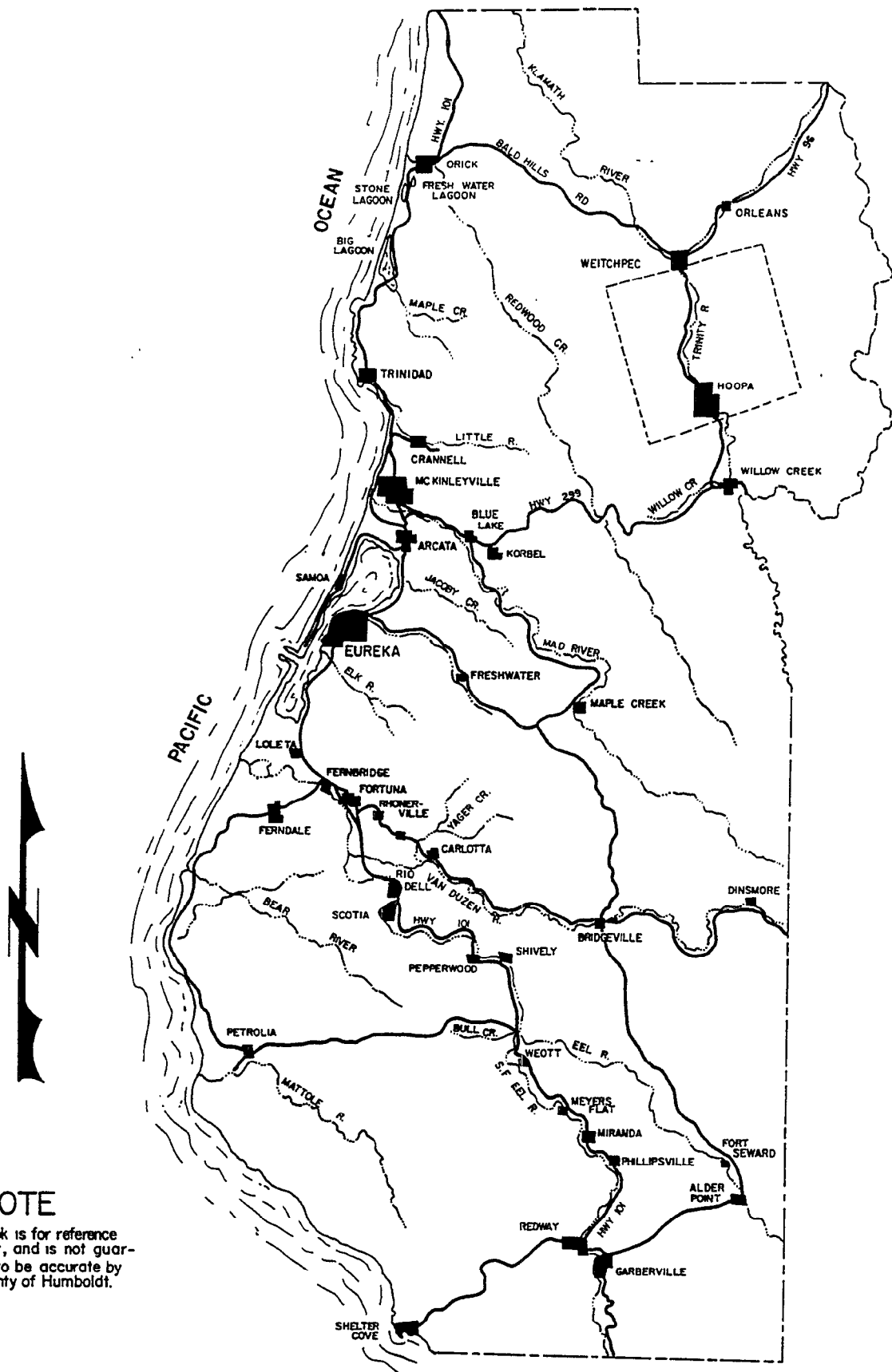
College of the Redwoods
Humboldt State University
Thirty-three (33) School Districts
Eureka Adult School
Fortuna Adult School
Northern Humboldt Adult School
Humboldt Regional Occupation Programs

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| City | Zip Code | Total Cases | Total Persons |
|----------------|----------|---------------|--------------------------------------|
| Alderpoint* | 95511 | 60 | 123 |
| Arcata | 95521 | 1656 | 2655 |
| Bayside | 95524 | 81 | 131 |
| Blocksburg* | 95514 | 18 | 34 |
| Blue Lake | 95525 | 192 | 320 |
| Bridgeville* | 95526 | 88 | 156 |
| Carlotta* | 95528 | 95 | 173 |
| Cutten | 95534 | 44 | 86 |
| Eureka | 95501 | 5780 | 10,391 |
| Ferndale | 95536 | 146 | 269 |
| Fieldslanding | 95537 | 82 | 154 |
| Fortuna | 95540 | 1,010 | 1,843 |
| Garberville* | 95542 | 168 | 296 |
| Honeydew* | 95545 | 24 | 56 |
| Hoopa* | 95546 | 589 | 1346 |
| Hydesville* | 95547 | 79 | 147 |
| Kneeland | 95549 | 30 | 47 |
| Korbel | 95550 | 17 | 38 |
| Loleta | 95551 | 210 | 343 |
| McKinleyville | 95519 | 1,181 | 2,200 |
| Miranda* | 95553 | 78 | 142 |
| Meyers Flat* | 95554 | 49 | 109 |
| Orick* | 95555 | 78 | 184 |
| Orleans* | 95556 | 71 | 132 |
| Petrolia* | 95558 | 25 | 62 |
| Phillipsville* | 95559 | 45 | 83 |
| Redcrest* | 95559 | 21 | 45 |
| Redway* | 95560 | 392 | 733 |
| Rio Dell* | 95562 | 400 | 767 |
| Samoa | 95564 | 69 | 148 |
| Scotia* | 95565 | 79 | 158 |
| Trinidad | 95570 | 257 | 462 |
| Weott* | 95571 | 32 | 65 |
| Whitethorn* | 95589 | 50 | 93 |
| Willow Creek* | 95573 | 190 | 405 |
| | | <u>13,629</u> | <u>24,720</u> |
| | | | 2,767 = remote 20% of total cases |

* Note: These areas are more than 30 miles from Eureka

Section 10531 of the Welfare and Institutions Code (WIC) requires each county to develop a plan that is consistent with state law and describes the full range of services available to move CalWORKs applicants and recipients from welfare-to-work. Subsections (a) through (q) set forth specific plan requirements which are addressed below. The CalWORKs plan should not duplicate the planning processes which have already occurred within the county, rather it should incorporate other planning efforts where appropriate.



NOTE

This book is for reference use only, and is not guaranteed to be accurate by the County of Humboldt.

(a) COLLABORATION WITH PUBLIC AND PRIVATE AGENCIES TO PROVIDE TRAINING AND SUPPORTIVE SERVICES

The Humboldt County Department of Social Services has been meeting, sharing ideas and collaborating with public and private agencies on the ways and means of the implementation of Welfare Reform. This began with the formation of a Welfare Reform ad hoc committee in November 1996. This committee provided an arena for a variety of private and public agencies to voice their opinions and bring to the discussion table their expertise in a variety of fields. The HCDSS has met with: County Departments (Mental Health, Alcohol and other Drug Programs, the Board of Supervisors, Public Health, Employment Training Department); Indian Tribal Groups; Education and Work Force Development Committee; Women's Resource Agencies; Humboldt Child Care Council; Community service organizations; Economic development groups; Office of Education; Employment Development Department; Humboldt State University; College of the Redwoods; adult schools; local rehabilitation service providers; local area newspapers; radio and television stations.

The following is a list of the necessary training and support services that have been identified as necessary to meet the goals and objectives of CalWORKs.

Job Readiness Services

Including: Orientation, Employability Assessment, Job Club, Supervised Job Search Workshop, Job Search Services and Job Placement.

One-Stop-Shop Partner

Training

Education

Child Care Services

Transportation

Mental Health Services

Substance Abuse Treatment Services

Domestic Violence Services

The public and/or private agencies that HCDSS will contract for those services are listed below. [References: Education Code Section 10200 and WIC Section 10531(a)]

Job Services

Initially the department intends to provide the Job Services utilizing existing staff. The necessity to reorganize the internal up-front processes has been identified. In order to move apparently CalWORKs eligible applicants smoothly, efficiently and successfully from welfare to work, it is imperative, to begin immediately working with qualified staff in regard to the development

of his/her Welfare-to-Work plan. The County will be requesting special funds to perform a pilot demonstration project creating a special unit made up of trained personnel in both Eligibility/Income Maintenance functions as well as Employment Services. In the interim, the county will follow the flow chart (see pages 4-7) delineating the CalWORKs intake process.

One-Stop-Shop, Training and Education

Once a client has exhausted all resources available to assist in refining his/her job search skills and work force preparation and still finds him/herself without employment, the client will be referred to a Welfare-to-Work Case Manager. At this point in time, a more intense assessment will be completed. The client and case manager will work together creating a plan that will lead to employment. The possible service agencies any given client may be referred to include:

Private Industry Council (PIC) for placement in On-the-job (OJT), Subsidized Employment, Unsubsidized Employment, Assessment for specific short-term courses that will lead directly to employment, GED preparation in the Learning Lab.

Employment Development Department (EDD) for Supervised Job Search and Job Placement.

Adult Schools and Community College for referrals for, English as a second language, basic skills and/or vocational training, defined open entrance/open exit courses determined to be client specific, and when appropriate, GED or High School Diploma plans.

Rehabilitation Service Providers for clients dealing with barriers that put them in a hard-to-place category as needing special assistance in the preparation for employment. State Department of Rehabilitation, Redwood United, Humboldt County Association of Retirees (HCAR), Humboldt Access.

Humboldt County Department of Mental Health (HCDMH) will be contracted to provide employment assistance services. Those services will include treatment of mental or emotional disabilities that may limit or impair the ability of a recipient to transition from welfare to work. The HCDSS will also contract with the Alcohol and Other Drug Programs of the HCDMH for evaluations, substance abuse treatment, employment counseling, and other appropriate services. The HCDMH staff will provide training to HCDSS staff on assessing the need for mental health and substance abuse services. Weekly case conferences between both department's staff will take place.

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Humboldt Women for Shelter and the Humboldt Family Service Center along with the HCDMH will be asked to assist the HCDSS in the development of standards, procedures and protocols for victims of domestic abuse and provide training for HCDSS staff on assessing and identifying the need for domestic violence services.

Other Collaborative Efforts include:

One-Stop-Shop is a partnership between PIC, EDD, College of the Redwoods, Eureka Adult Education, Humboldt Regional Occupational Program, Humboldt Child Care Council, Northern California Indian Development Council, State Department of Rehabilitation, Redwood Community Action Agency, Vietnam Veterans of California, Senior Community Services Employment Program, Social Security Administration, Redwoods United, Inc., Humboldt Mental Health, Humboldt Community Switchboard, Arcata Economic Development Corp., Redwood Region Economic Development Commission and the Humboldt County Department of Social Services. The foundation for this collaborative effort is already in place.

The Employment Development Department (EDD) Share Program will have community and client accessibility through the EDD office, the HCDSS office and the One-Stop-Shop.

Through the Private Industry Council, there will be twelve (12) Employment Training Information Stations available for community and client use located throughout the county.

Cal JOBS, through the California Department of Social Services, is requesting applications for funds to secure terminals for the Employment Identification and Listing Project. This will provide CalWORKs recipients Internet access for job searching.

Humboldt Child Care Council (HCCC) is the local research and referral agency that the department has contracted with for child care services. All clients identified as needing child care services are referred to the Child Care Council staff, located on-site at the HCDSS. The child care services will not only provide referrals and assistance in setting up child care, but will assist in securing "stable" child care enabling the clients to transition into the work force. In collaboration with HCDSS, the HCCC will be performing a pilot project to train CalWORKs recipients to become child care providers.

Transportation has been identified as one of the major barriers to employment in Humboldt County. The Department of Social Services will continue to link participants in Welfare-to-Work activities to available transportation services. For those participants driving their own vehicles, the department will provide reimbursement in alignment with

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the current Jury Commissioner rate of fifteen (15) cents per mile. Those cases within Humboldt County that have previously been exempt from work requirements constitute 20% of the TANF grants. The current GAIN participant drives 162 round trip miles from Garberville (in the southern area of the County), to the community college that is located just south of Eureka (mid-County). At 15 cents per mile, daily transportation payments would be \$24.30, versus \$45.36 that is currently being expended. Based on the overall availability of transportation funds in comparison to the number of TANF clients to be served, the need to keep individual plans from becoming prohibitively expensive is imperative. The 15 cent rate will allow for a greater number of remote participants to be served.

Does your county have a Refugee Employment Services Plan? NO

(b) PARTNERSHIPS WITH THE PRIVATE SECTOR TO IDENTIFY JOBS

The Humboldt County Department of Social Services (HCDSS) Director has been working with key employers, economic developers and a Workforce Development Committee. The discussions have centered around the future of Humboldt County as it relates to Welfare Reform. The Workforce Development Committee is working on issues such as:

- Lack of Common Assessment
- Limited Accountability of Programs and Services to the Market Needs
- Increasing Consumer Driven Market
- Governance
- Excessive Duplication of Placement Related Services
- Skill Upgrading/Retraining
- Rising Infrastructure Cost of Providing Current Relevant Education and Training

The businesses listed below are the key employers within Humboldt County. Some have been active in the discussions in regard to Welfare Reform and others will be invited into the partnership as the process unfolds.

The 1997-98 North Coast Fact Book, published by the Times-Standard, lists the major employers within Humboldt County and the number of employees they have currently.

| | |
|---|-------|
| <i>Pacific Lumber Company</i> | 1,600 |
| <i>Humboldt State University</i> | 1,500 |
| <i>County of Humboldt</i> | 1,477 |
| <i>St. Joseph's Health (3 entities)</i> | 1,200 |
| <i>Eureka City Schools</i> | 760 |
| <i>Louisiana Pacific Company</i> | 530 |
| <i>Mad River Community Hospital</i> | 514 |
| <i>General Hospital</i> | 512 |
| <i>Hoopa Valley Tribal Council</i> | 500 |
| <i>Eel River Sawmills</i> | 450 |

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| | |
|--|-----|
| <i>Simpson Redwood Company</i> | 450 |
| <i>City of Eureka</i> | 385 |
| <i>U.S. Postal Service</i> | 350 |
| <i>Sunrise Health Care Corp.</i> | 345 |
| <i>College of the Redwoods</i> | 294 |
| <i>Arcata Redwood Company</i> | 250 |
| <i>Pacific Gas & Electric</i> | 225 |
| <i>Humboldt Group, Inc. (9 entities)</i> | 225 |
| <i>Sun Valley Floral Farms</i> | 200 |
| <i>Pacific Choice Seafood</i> | 200 |

HCDSS is working towards the establishment of a Job Developer's Consortium. The County is large in area, although limited in the number of employers and job market potentials. It has become crucial in the area of job development to work towards a collaborative effort. The goal would be to raise employment rates, decrease unemployment rates, and decrease dependency on the welfare system.

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(c) LOCAL LABOR MARKET NEEDS

[Reference: WIC Section 10531(c)]

Taken from the Times-Standard 1997-98 North Coast Fact Book the employment figures in numbers of people employed in specific industries in the County.

| | |
|--------------------------------------|---------------|
| <i>Agriculture</i> | 880 |
| <i>Construction and Mining</i> | 1,890 |
| <i>Manufacturing</i> | 6,540 |
| <i>Transportation/Utilities</i> | 1,930 |
| <i>Wholesale Trade</i> | 1,280 |
| <i>Retail Trade</i> | 9,930 |
| <i>Finance/Insurance/Real Estate</i> | 1,900 |
| <i>Services</i> | 11,460 |
| <i>Government</i> | |
| <i>Federal</i> | 890 |
| <i>State</i> | 1,090 |
| <i>Local and Education</i> | 8,800 |
| TOTAL | 46,590 |

Other labor market needs will be continually checked against the monthly labor market conditions for California and matched against the information obtained specifically for Humboldt County. Efforts will continue through the collaboration of the Workforce Development Committee, the Economic Development agencies, the Employment Development Department and the consortium of Job Developers in the identification of the labor market needs.